

AMS  
CLUBS  
*Handbook*



# Welcome to the Clubs Handbook

This is your one-stop shop for everything you could need to help you run your club more effectively. In here you'll find information on resources offered by the AMS and regulations surrounding events, offices and elections. This is also the most up-to-date version of information available. If you find something that contradicts the Clubs Handbook, the information here takes priority. While we hope that all your questions can be answered in the sections that follow, we recognize that is not always the case and you can find our contact information at the very end.

Good luck!

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# Timeline and Checklist

August 15th - Treasurer Orientation

August 28th - Executive Orientation

September 6th - Imagine Day

September 6th - Student Life and Sustainability Centre (SLSC) opens

September 21-23rd - Clubs Day Term 1

September 30th - AMS New Club Application deadline Term 1

October 1st - Tenancy Agreement deadline

December 19th - Clubs Day Application deadline Term 2

January 18-20th - Clubs Day Term 2

January 31st - AMS New Club Application deadline Term 2

March 1st - Office and Locker Renewal deadline

March 15th - Elections deadline

March 23rd, 24th, 25th - Executive Orientation (3 sessions)

April 1st - Club Status Renewal deadline

May 1st - New Execs take office

May 15th - 19th - Moving dates for Offices/ Lockers

June 30th - AMS New Club Application deadline Summer Term

July 31st - Clubs Day Application deadline

July 31st - Imagine Day Application deadline

## Annual Checklist:

- Have you applied for Term 1 Clubs Days?
- Have you applied for Imagine Day?
- Have you submitted your Tenancy Agreement?
- Have you applied for Term 2 Clubs Days?
- Have you applied for an Office or Locker?
- Have you run elections and submitted minutes?
- Have you applied for Club Status Renewals?
- Have you transitioned incoming execs?

**Congrats! You have successfully run a club!**

# Section I: AMS Clubs Bodies

While the AMS Council and Executives are busy making your student dreams come true, they delegate a few other tasks, like club management, to smaller bodies. The two bodies that primarily deal with AMS clubs are the Clubs and Societies Committee (C&S) and the Finance Committee (FinCom).

## A. Clubs and Societies Committee (C&S)

C&S is a committee of council that handles club activities. It is responsible for running the Student Life and Sustainability Centre, club events in the Nest and club administration.

## B. Finance Committee (finCom)

FinCom is a committee of council that oversees the finances and fees of the AMS. Its responsibilities include but are not limited to: funds and grants, health and dental and club finances

# Section II: Student Organizations

In line with its mission to improve the quality of the educational, social, and personal lives of the students of UBC, the AMS offers students many opportunities to realize their own initiatives on campus.

## A. Clubs

AMS clubs are intended to bring together like-minded individuals to enjoy a common interest. These organizations must be open to all AMS members unless they are departmental clubs or athletic clubs. See the relevant sections below for more information. Clubs must also follow a schedule of elections, use AMS banking services, and do a few other things that help keep us all in tip top shape.

## B. Clubs Policy

Below you can find some of the most common club policy issues and what you need to know about them.

### Membership Fees

Active members (UBC students) are required to pay a non-refundable membership fee as approved by resolution at a club General Meeting where quorum is met. Associate members (members who are not UBC students) are required to pay a fee at least 50% higher than active membership fees.

## Waivers

Waivers are an important legal component to managing your club. In order to be in good standing with the AMS, each member must complete waivers for each club they are involved with on an annual basis. There is also a special events waiver, which should be completed before events that are outside of the realm of activities your club generally sponsors (including events where alcohol will be present).

General waivers will be signed by your club members as they join your portal on AMS Clubhouse. Special event waivers can be signed as people sign up for your events on AMS Clubhouse

## Club Property

While property acquired by affiliated clubs is legally the property of the AMS, we promise not to meddle with your stuff. A detailed list including serial numbers and any identifying characteristics of the assets should be documented and submitted to the VP Finance with the club renewal due near the end of Winter Term II every year.

## Finances

Club finances are administered by the office of the VP Finance. All funds and monies received by AMS Clubs must be deposited and banked through their AMS account. This protects the Club from improper handling by Club Executives and provides complete bookkeeping records of the Club account. Furthermore, under the BC Society Act, the AMS must be able to account for all monies belonging to its Subsidiaries.

AMS Clubs are also eligible for Club Grants and Loans, as determined by the Finance Committee. All AMS Clubs should be not-for-profit and self-sustaining. See the Finance Committee Treasurer's Handbook for detailed financial procedures.

## Club Deconstitution

Club deconstitution may occur for any reason upon a decision by C&S or upon any of the following occurrences:

- Inactivity of financial account for over a year
- Failure to attend executive orientation
- Violation of AMS policy
- Having fewer than 10 members
- History of poor financial management
- Lack of events and/or member services
- Failure to renew on an annual basis (Section II, B)
- Failure to observe AMS rules regarding harassment and discrimination
- Failure to observe AMS mandate
- Failure to observe club mandate

As a general practice C&S will consider clubs for deconstitution twice per year on May 15th and November 1st, and in doing so, be sure that all resources are reserved for the AMS' active clubs. Clubs deemed inactive will have their accounts frozen for four weeks; continued inactivity will lead to deconstitution.

Should a club be found in bad standing, it will first be demoted to provisional club status and be notified of such within the same week. If the provisional club fails to correct its operations to the satisfaction of C&S it will then be deconstituted following a 6 month waiting period. For serious offences, a club may face deconstitution immediately. Such clubs will be given two weeks to provide a written appeal.

If a club wishes to voluntarily end its AMS affiliation, it submit to C&S a written proposal for deconstitution, along with minutes and an attendance sheet from the general meeting of the club, at which a vote was held on whether or not the club should remain an AMS club. If at least ten active members wish to remain affiliated with the AMS, the club shall remain an AMS club. The end of the club's affiliation with the AMS must be confirmed by C&S, after which the club shall be deconstituted.

## C. Club Status and Privileges

Clubs are divided into two separate categories: Provisional and General.

- Provisional Clubs are clubs that have either been constituted within the last 6 months or clubs that have been put on probation by C&S. Provisional clubs may not be assigned offices and may not be granted the full privileges of a general club.
- General Clubs are fully constituted clubs of the AMS and have all rights and responsibilities of a full club.

### Faculty Society Affiliations

Clubs that will be closely linked with a department or school and can be better supported by their specific department and their Constituency organization may also affiliate with any given faculty society.

Such clubs are still subject to the AMS Clubs Policy with the following exceptions:

- To be constituted, such clubs require a letter of support from their department or school and from the Executive of their Constituency organization. This shall be submitted with their proposed constitution and budget.
- The membership of departmental clubs will consist of every student enrolled in the department with which the club is affiliated. The club may have associate members.
- Members do not pay membership fees directly to the club, unless they are associate members. The Constituency with which the club is affiliated shall collect fees on behalf of the club and shall transfer these fees to the club's account at the beginning of the fiscal year. The dollar amount per student enrolled in the department is determined by the Constituency in consultation with the departmental club.
- Associate member fees should reflect the 50 percent increase.
- Departmental clubs do not have office or locker privileges in the Nest.
- Departmental Clubs may be subject to additional requirements from the affiliated Constituency. These requirements should be outlined in the Constituency's constitution.

## Competitive Athletic Clubs

Athletic clubs are clubs which have the main purpose of sustaining a competitive (defined as competing on the CIS, or CIS sport-specific equivalent level against other universities or colleges, at the highest intercollegiate level available) sports team for a sport which is not represented by UBC Varsity Athletics.

Such clubs are subject to the AMS Clubs Policy with the following exceptions:

- To be constituted, such clubs require a letter detailing the specifics of the league and/or competitions they plan on participating in.
- These clubs will not be open to all AMS members. The membership of such clubs will consist of students selected by the executive team or a coach appointed by the executive as is necessary to create the sports team. The club may have associate members but in advisory roles and not as a competing member.
- Annually, with the submission of a budget, Competitive Athletic Clubs must submit proof of continued competition at the highest intercollegiate level available in the form of a letter and a schedule of events including tournaments and league games, in order to maintain Competitive Athletic Club Status.

## Services Provided by the AMS

- Complete banking services, billing services, and backup bookkeeping free of charge
- Office or locker space in the Nest each year dependent upon demand
- Free room bookings in AMS-owned buildings and with UBC
- Funding and grants provided by the Finance Commission
- Expertise or assistance in Club negotiations

## D. Annual Renewal

In order to be sure all Clubs are active and providing awesome service to students, we require that organizations renew themselves annually via AMS Clubhouse. This is as simple as filling out the "renew" form on your portal when it occurs! The deadline for this can be found in the timeline.

## E. Disciplinary Action

Disciplinary action is carried out by C&S on as-needed basis. The most common penalty will be fines for missing deadlines; if your club has been assessed a fine, it will automatically be removed from your club account. More serious punishments, up to and including deconstitution, will be considered when necessary. If you ever feel you have been assessed an unnecessarily harsh punishment, you are always welcome to appeal to C&S.

# Section III: Elections

Elections are an important component to any successful club. This section will tell you everything you need to know to make elections as smooth as possible. Elections must be completed within the first 2 weeks of March and results must be submitted to C&S by March 15th.

## A. Regulations

Election regulations can be found in Article 11 of your club constitution. If you need help running elections, it is better to ask C&S first rather than having your results rejected and being required to run them again.

You must submit AGM minutes that include a list of voting members (names, student numbers and signatures) and what votes were held along with the vote counts.

## B. Transitioning Executives

Transitioning executives can be tough. Exams are beginning, summer is just around the corner, and sometimes it is difficult to maintain continuity from year to year. In this section you can find a checklist to keep your club on track.

### Treasurer Authorization

Treasurer authorizations are something we at the AMS use to be sure your treasurer is the person performing transactions on behalf of your club. Follow these 4 steps to authorize your treasurer:

**\*\*Returning treasurers only need to complete steps 1 & 3\*\***

Step 1: Go to [www.OrgSync.com](http://www.OrgSync.com) and sign in using your UBC CWL username and password. Search for "Club HQ" in the search bar, and then request to join the page.

Step 2: Complete the treasurer's test. The test can be found under the Forms tab on the Club HQ page. Read the FinCom policy guide under the Files tab before doing the test.

Step 3: Complete the treasurer authorization form. It can be found under the Forms tab of the Club HQ OrgSync page.

NOTE: At the end of the form it will ask you to upload your signature which will be the authorized signature on file to access your club's bank account. The uploaded signature needs to be complete with your club name, your signature three times, term start and end date, phone number, email, and your name.

Save your signature as a PDF in this format: MainAccountCode\_ClubName\_LastName\_FirstName  
Also, remember to enter your president's email when asked. You cannot be authorized until your president has confirmed you are the club's treasurer. Once your treasurer form has been submitted correctly as above it takes up to 7 business days for the finance commission to process forms.

Step 4: Sign up for a treasurer's orientation. Check under the Events tab on OrgSync to see when the next available orientation is. RSVP the one you wish to attend.

You will receive a message via OrgSync when your forms have been processed. If forms were approved you will receive your budget template and SharePoint Access within 1 business day. All treasurers need to complete this process by October 1st, or your account will be frozen.

To see a signature template, check the appendices.

## Office and Locker Application

To better serve your needs as a club, the AMS offers office and locker spaces in the Nest. Offices make a great collaborative space for meetings and ticket sales, and lockers provide a secure space to store your club possessions. The application deadline for offices and lockers is in the appendix. Pay attention to your emails from C&S for a reminder closer to the date!

In the spring C&S will make an application form for offices and lockers in the Nest and the lower level of the Nest. While we do have many lockers and offices, there are still more clubs than we have either offices or lockers. As such, C&S cannot provide a locker or office to every club that applies. We evaluate the applications based on the storage and usage needs of your club, whether your club has or currently holds a space, as well as its tenancy standing during this period. Considering all these factors, C&S will allocate the offices and lockers.

Move-in day is usually in May, and your office must be used by the winter term to retain access. Regardless of whether you are assigned an office, a locker, or both, your club's treasurer needs to be authorized before you can access your space. After your application has been approved, you can pick up keys and codes at the AMS offices on the third floor of the Nest.

Immediately after you move into your new space, make sure to sign your tenancy agreements! The forms are found online on AMS Clubhouse. Signing it doesn't take much time or effort, but not signing it by the deadline may result in eviction. Check the timeline for more information.

## Update Contact Information

There are only four simple steps to updating contact information:

- Indicate your position on your club's AMS Clubhouse portal. This will usually need to be done by a portal administrator, who is usually on the previous year's exec team.
- You will also be required to submit an election results form on AMS Clubhouse that will ask for some contact information, but this is simply so we have email addresses and phone numbers should it be necessary.

- Minutes from the AGM where the new executive was elected must also be submitted on AMS Clubhouse. Failure to do so means that your new executive will not be recognized by C&S.
- Be sure to submit a list of all members (names and student numbers) who attended to confirm that quorum was met.
- Make sure you have joined AMS Clubhouse to receive future communications from C&S.

## Attend Executive Orientation

Executive orientations are held at the end of March and are mandatory for all club presidents and treasurers. Orientations will teach club execs about navigating the AMS and running their clubs in the most effective manner possible. There will also be training on liability and best practices for running events. Annual training is a good way to prevent any issues from arising.

Failure to send at least your president and treasurer to executive orientation will result in demoting your club to provisional status, nulling your application for office or locker space and putting your club up for deconstitution in the fall. A make-up executive orientation will be held in the fall for those who are not able to attend the spring orientation. Priority status for Clubs Days and other benefits is determined by attendance at orientations.

## Clubs Days

Clubs Days in the third week of September is probably the most important time for clubs to recruit and sign up potential members. It is held from Wednesday to Friday in the Nest and clubs can opt to be there for the entire duration or for select days. Booths are assigned on a first-come-first-serve basis, with priority given to larger and more established clubs.

Application forms for Clubs Days are sent out in early summer and the deadline to reserve a booth is in the appendix.

To prepare for Clubs Days, consider the following:

- Does your club require any special equipment such as power outlets, extension cords, or speakers?
- Do you have all the necessities for making your booth a success?
- Sign-up sheet and AMS waiver (on AMS Clubhouse)
- Somewhere to store your membership fees on the day of
- Club mailing list sign up (online forms such as Google Forms are easier to work with)
- Posters or pamphlets to distribute
- Has your treasurer been authorized by FinCom to deposit membership fees into your club account?
- Presentations or activities to attract members? Food? Snacks? Music?
- Have a detailed schedule of who's boothing and when.

It's always nice to have more than 1 club executive/member at the booth at any given time. We suggest that at least 1 club executive is at your booth from 11am-2pm since this will be when the highest turnovers occur in the Nest.

Before organizing your first general meeting of the year, think about organizing an internal get together celebrating a great ending to Clubs Days. It's an opportunity to discuss Clubs Days, expected membership, and to thank all the members who volunteered their time to booth!

## Imagine Day

Imagine Day is not only a massive celebration welcoming first year students to UBC, but also provides a fantastic opportunity for student groups and clubs to showcase themselves to over 7000 new students at the Main Event. The Main Event is open to the entire UBC community and offers info booths, foods, games, and main stage performances.

Imagine Day is usually held on the first day of classes. Your club is invited to host an interactive booth or apply to perform on the main stage.

Keep checking the UBC website for applications in early summer. Deadlines for applications tend to fall sometime in late July. C&S will send out information about this when we receive it from UBC.

## Outgoing Exec Reminders

You must make an executive transition report for each role! In the report, include important details like contact information, general timeline, and suggestions. Also discuss what went well in the past year and what did not go so well.

- Turn over any club executive email addresses
- Remind new treasurers to attend the Treasurer's Orientation. Upcoming dates and times can be found on the Fincom webpage of the AMS site.
- Give new executives your contact information in case any questions come up during the year.
- Tell new executives about resources you have discovered

# Section IV: Equity & Diversity

As a club exec you'll have an influential role in club affairs. Club members will look up to you and mimic your general behavior (even if they don't notice it!), and most members will see your leadership as indicative of the club's direction. With this in mind, we thought we'd give you some suggestions on maintaining an inclusive and safe space within your club.

## A. Bullying/Creating a Safe Space

The first thing to remember is that all members of our community have the right to feel safe, which means:

- Not being subject to discrimination on the grounds of sex, gender, sexuality, ethnicity, religion, place of origin, social status, disability (including, but not limited to, physical, sensory, emotional, social, and invisible disabilities), and age
- Not being harassed or assaulted (physically and/or verbally)

If you do witness something like this happening and aren't comfortable directly confronting the aggressor, there are other strategies available to mitigate the situation. We call these "active bystander strategies." The first and easiest way is using your body language to express that it isn't acceptable (i.e. clearing your throat, walking away, staring pointedly at the perpetrator, or raising an eyebrow).

Other Active bystander strategies:

- Redirecting the conversation
  - *"Hey, why don't we all do something else instead?" "So, how about 'em Canucks?"*
- Acknowledging to the perpetrator that those kinds of remarks are unkind and detract from the kind of environment you want in your club
  - *"What if someone said that to you?" "That's unfair to generalize like that." "Aren't there better ways of expressing how you feel?"*
- Intervening and supporting the victim, as far as you are comfortable
  - *"I'm sure you saying that doesn't make Bob feel very good, does it?" "Come on, Sue, let's get out of here."*

## B. Diversity

There are a number of things that make us each unique and provide a diverse perspective on life. This difference in perspective may affect your club operations. Please check below for some other unique qualities to think about.

### What is an invisible disability?

The simplest definition of an invisible disability is a disability that may not be immediately obvious to others. This could be anything from chronic pain, to Crohn's Disease, to insomnia.

### What is the difference between sex and gender?

This specific line continues to be blurred, although the academic consensus is that sex is more biologically based and gender is a matter of identity. We traditionally believe that gender and sex are binary (there are only two genders, male and female) and consistent (i.e. a biological male should identify as a male), but this isn't always the case. A biological male may identify as genderqueer/non-binary (any gender identity outside the binary), genderfluid (their gender identity changes in any given situation) or even female; all the while this student's biological components indicate the person is male. Here at the AMS, it's perfectly acceptable to be who you are.

### How does race differ from ethnicity?

Ethnicity can be based in ethnic background and cultural values. Recent scientific research has shown that there is little evidence to support race as a biological category. However, race is often construed as a social category, often in discriminatory and segregating ways.

The essential definitions of the two is that ethnicity refers to shared history, culture, and values, whereas race refers simply to physical features.

## C. Equitable Language

Are you paying attention to wording and how it may include or exclude? Believe it or not, words help shape how we think and interact every day. You may think racist jokes are funny, but someone else in the room may not find them funny, while others may just follow your lead. We should instead focus on ways to include everyone, which include but are not limited to being mindful of:

### **Ethnicity**

Only referencing it when it is absolutely necessary (Does someone's culture/ethnicity matter in this conversation?), being as specific as possible (avoiding umbrella generalizations such as "Asian" or "white"), separating the term "Canadian" from any presuppositions about ethnic background (especially not assuming that it means being of European descent), and avoiding derogatory labeling (such as, "ethnic" or "fresh off the boat").

### **Gender and Sexuality**

Using preferred pronouns and names (and if in doubt, respectfully asking which is preferred), not assuming sexual orientation (and when referring to relationships, using "partner" instead of "girlfriend/boyfriend or wife/husband"), and ditching derogatory terms in casual conversation ("That's not cool," instead of "That's so gay.")

### **Ability**

Avoiding the word "victim," evaluating the relevance of bringing it up in conversation, being mindful of invisible disabilities that may prevent someone from participating, and being careful of embarrassing others if their disability is not public.

### **Accessibility**

Consider your venues of choice for events and meetings and whether they are accessible for those with mobility disabilities.

If you are interested in creating a more accessible event, reach out to the resources below. Keep in mind that some things like American Sign Language Interpreters can take a couple of days to schedule.

### **Other Resources**

UBC Equity and Inclusion  
<http://equity.ubc.ca/>

UBC Access and Diversity  
<http://students.ubc.ca/about/access>

Sexual Assault Support Centre (SASC)  
<http://amssasc.ca/>

# Section V: Bookings

Bookings are necessary to reserve any space your club may need for either general meetings or club events.

## A. AMS Bookings

All rooms booked in the Nest are expected to be left in their original state including furniture re-stacked or returned to its original layout, AV and lights turned off, whiteboards erased, windows and doors closed, and no garbage or spills left in the room. The cost of labour to re-set the rooms or fines will be charged to the club. See the Consequences section under Regulations for more details.

Tables, chairs, and other equipment is available for use by the club. Use of the equipment included in a room by default comes at no cost but any other equipment (or removal of default equipment) or any set up or take down of equipment is charged at-cost. This must be arranged at least two weeks in advance. A list of what equipment is included by default with a room is available on AMS Clubhouse.

You must book AMS spaces online via AMS Clubhouse for room bookings.

### **Bookings Representatives**

Your club's president will be the primary contact for our bookings team. It is important to realize that this is the only person who should be making bookings for your club.

### **Block Bookings**

Recurring bookings (block bookings) can be weekly, bi-weekly, or less regular. The deadline for block bookings is 2 weeks before the start of the term when the priority window (see below) ends.

### **Priority Window**

Clubs are given priority status during term 1 and 2. The priority window opens two weeks before the start of each academic term and last until the beginning of that term. During that window, only clubs and constituencies are allowed to book rooms in the Nest for the subsequent 2 terms. For example, during the priority window in December before Term 2 (January to April, 2017) clubs can book both for that term and for the subsequent term as well, Term 1 of 2017 (September to December, 2017).

### **Constituency Facilities**

For any spaces under the jurisdiction of faculty constituencies (AMS spaces outside of the Student Nest) you should contact the relevant constituency directly. As the governing bodies of faculty spaces, they will have a different procedure.

## Regulations

### General:

- Clubs and Constituencies are given priority to book rooms during academic terms 1 and 2.
- All Club and Constituency bookings must be made on AMS Clubhouse for approval.
- AMS Booking Department retains the right to move Clubs and Constituencies to similar rooms in order to maximize the usage of the Nest with at least 30 days' notice for large room bookings and 1 week's notice for medium and small room bookings.
- If a Club or Constituency would like to cancel their booking, the following timelines must be followed:
  - Great Hall, Performance Theatre, 2306/9, and 2301 must be released 60 days prior to booking date.
  - All other rooms must be released 14 days prior to booking date.

### Timeline for Bookings:

- The Priority Booking Window is defined as the two weeks prior to the start each academic term.
- During the Priority Booking Window, only Clubs and Constituencies are permitted to book rooms for the following two academic terms.
- Once the Priority Booking Window has passed, any party, internal or external, may book rooms for the current and following academic terms. External clients wishing to book rooms are still subject to section (A)(3).
- Clubs and Constituencies wishing to book rooms during either summer term or during the month of December may do so only if the request is made 14 days or fewer in advance of the intended booking date or with the approval of both the VP Administration and the AMS Managing Director.

### Consequences:

- Clubs failing to follow the established policies and procedures will accumulate points that may lead to fines or loss of booking privileges.
- Points are allocated as follows:
  - The following will result in 1 point:
    - Failure to use a medium or small room as booked
    - Failure to book a room via AMS Clubhouse
    - Failure to receive prior approval for 3rd party caterers to be present in the Nest
  - The following will result in 2 points and the resulting labour charges:
    - Failure to release a medium or small room in correct timelines
    - Failure to clean or reset a room after it is used (except Great Hall)
  - The following will result in 3 points and the resulting repair or labour charges:
    - Damage to a room or its equipment
    - Failure to release a large room in the correct timeline

- Failure to clean or reset a room after it is used such that excessive labour is required
- The following will result in 6 points and the resulting labour charges or fines associated with these actions:
  - Failure to use a large room as booked
  - Unauthorized use of the AMS server or catering equipment
  - Serving alcohol without an SOL, sufficient security, and prior approval from the AMS
  - Failure to comply with AMS and Vancouver Coastal Health food safety regulations
- Depending on severity, anywhere from 2 to 6 points may be allocated for failure to clean or reset the Great Hall
- If within a floating 12 month period a club accumulates the following amount of points, specific fines/actions will be issued to the club:
  - Accumulating 3 points results in a \$100 fine
  - Accumulating 6 points results in a \$250 fine, in addition to the above fine
  - Accumulating 9 points results in both of the above fines, in addition to loss of privilege to book during the next Priority Booking Window.
- All unlawful actions occurring during a room booking are also subject to consequences as determined by the C&S Committee.

## B. UBC Bookings

If you're looking for something outside of AMS spaces, you're in luck! UBC allows AMS clubs to book spaces, but they have different rules than us so you should contact them with any questions. Their website is: <http://students.ubc.ca/campus/discover/book/internal>

# Section VI: Events

Events are a great way to interest possible new members and do something your club enjoys. People hold events ranging from fundraisers to galas, as well as more social activities like game nights or parties. You can find everything you need for events here.

## A. AMS Events

AMS Events! We throw the biggest and best campus events from Block Party to AMS Firstweek to Last Band Standing.

Whether you want to blast recorded music across a big room, require a simple PA for a meeting, or a full band set-up for a live performance, we can provide all the necessary equipment and staff at competitive

prices. For a complete list of rental equipment in the AMS Events inventory, availability and pricing, please contact us via e-mail.

Contact Information: [programs@ams.ubc.ca](mailto:programs@ams.ubc.ca)

T: 604-822-5336

Office: Nest 3525 and 3303

## **Entertainment booking**

Want a band, speaker, or performer for a special event? We have the experience and contacts in the entertainment industry to ensure you get the best for your project. Drop by the office or send us an e-mail detailing your event and what you are looking for - we will do our best to help make your event a success.

## **Event consultation**

If you're new to the event planning world (or if you'd just like some new ideas) we'd love to talk about your event with you! Schedule a meeting with us, and we'll walk you through the steps you'll need to take to create a great event. Please provide us with as much detail about the event as you can - the more we know, the better prepared we are to help. If you have a specific area of the event that you want assistance on, be sure to let us know that as well. After all, these are your events.

## **Event partnerships**

Do you have a brilliant event idea that you want to develop but don't have the resources? Or does your club want to bring its signature event to the rest of the campus? If you want a partner to continue developing specific programming ideas, we are all ears. We're on the lookout for campus groups with vision and energy to partner with on diverse events for UBC students. If you have an idea we can't pass up, get in touch with us and we'd love to join you in making the plans a reality.

If you think you need some help or want to split the work, feel free to contact us. We'll sit down with you and see if there is an opportunity for us to develop the event together!

## **B. Alcohol**

Alcohol, when consumed responsibly, can make a good event a great event. This little guide should help you throw the amazing event you've been waiting for all semester! There's also some policy below, which is meant to protect students and the AMS. All guidelines are strict but fair. If you have any further questions, don't hesitate to ask!

## **Security**

- Any group holding a licensed event held in the Nest shall be responsible for security, as per AMS

- policy.
- All AMS employees who are working as security, bar staff, or in responsible capacities at licensed events shall refrain from alcohol consumption on shift, as required by law. Any drinking on shift will result in termination of employment.
  - Any AMS subsidiary (i.e. clubs) holding an event where alcohol is present must ensure that there are no individuals serving who have consumed alcohol before or during the shift. Failure to comply is illegal and will result in penalties to be determined by C&S.
  - AMS Security is responsible for the safety of students and the security of the Nest. Any individual who appears greatly intoxicated may be refused entry to the Nest or removed from the Nest, at the discretion of Security. Should an intoxicated individual cause or show intent to cause property damage, or pose a serious threat to AMS students, staff, or any other individual on campus, Security may take more serious precautions (which may include contacting campus security, the RCMP, or the Vancouver Police Department).
  - Individuals using Nest facilities are expected to behave in a respectful and safe manner towards those facilities, security, staff, students, and any other individual using said facilities.

## Advertising

- No advertising in the Nest is to contain phrases or images which directly correspond to alcohol consumption or serving, in accordance with provincial liquor licensing policy.
- AMS subsidiaries are encouraged to promote safe drinking through advertising and word of mouth. AMS subsidiaries are also encouraged to advertise non-alcoholic alternatives at their events and in pre-event postering, word-of-mouth, and other advertising.
- All AMS subsidiaries are encouraged to hold events which provide alternatives to drinking. AMS subsidiary executives are encouraged to promote a diversity of events within their Club, Constituency, Resource Group, or other subsidiary organization.
- All AMS subsidiaries must make available through postering at or before an event, or through other equivalent means information about safe trips home (e.g. Safewalk, taxi services, designated driver programs, security bus, Campus Security, and so on).
- This information and any additional resources shall be provided to AMS subsidiaries by the AMS upon request.

## Special Occasion License (SOL)

A Special Occasion License (SOL) is issued for not-for-profit, special occasions such as weddings, banquets, club functions, charitable events and community festivals where alcoholic beverages will be served or sold.

Do I need one?

If your club plans to serve alcoholic beverages at an event in the Nest you need an SOL.

There are two types of SOLs: private and public. No matter what kind of event you are holding, certain rules and regulations apply to both licenses:

- The maximum number of SOLs granted to any person or organization is 2 per month, or 24 per year
- If you are applying as the representative of a club or other group, you must complete Serving it Right: The Responsible Beverage Service Program (SIR) before applying for a license. SIR licensee certification requires that the certificate holder be in attendance at all times during the event.
- Alternatively, you can contact our Conferences and Catering department to hire someone to man the bar during your club event.

Keep in mind:

- Police and liquor inspectors have the right to enter and inspect the premises while your event is in progress, and may suspend a SOL for reasons of public safety.
- Gambling is not permitted in the licensed area.
- Liquor may only be served and consumed in the licensed area(s), and appropriate signage should be posted so that attendees know what areas are licensed.

## Private License

A Private event is a social event that is held by an organization that meets regularly for a common purpose. Attendance at private events must be limited to an organization's members, staff, invited guests, family and friends, or person who hold advance tickets. All tickets must be sold or given away before the event begins; the official start of the event is when the door opens.

This means that only people who have a ticket before the event starts may enter the function. If guests leave during the function, you may not admit anyone else.

All types of alcoholic beverages may be provided or sold within the range of the maximum liquor price schedule. AMS Policy has set the minimum amount that spirits (as defined by the Liquor Control and Licensing Board of BC) can be sold per 1oz serving at \$2.00. The minimum amount that beer and cider can be sold per 12oz serving at \$2.00. The minimum amount that wine can be sold per 10oz serving at \$2.00.

The fee for a private license is \$25.00 per day.

## Public License

A public event is a special event is a community or public celebration such as community festival or outdoor concert. Anyone may attend.

Distilled spirits, other than spirit-based coolers, are not permitted. Beer, wine, cider and coolers may be provided or sold within the range of the maximum liquor price schedule.

The fee for public license is \$100.00 per day.

When you apply for an SOL, you agree to abide by the Liquor Control and Licensing Act and Regulations. A complete copy of the Act and Regulations can be found at: [www.pssg.ag.gov.bc.ca/lclc](http://www.pssg.ag.gov.bc.ca/lclc)

Tickets for Public functions may be sold throughout the function. If guests leave during the function, other guests may be admitted, provided the capacity of the room is never exceeded.

## C. Vancouver Coastal Health (VCH)

For any event where you are having, providing, or selling food (either purchased or made by club members, unless it's whole fruit or pre-packaged and shelf-stable), you are required to have approval from Vancouver Coast Health. Contact [amsbookings@ams.ubc.ca](mailto:amsbookings@ams.ubc.ca) for updated direct contact info and what info you need to provide.

## D. Liability Waivers

All club members sign liability waivers when they join a club for regular club activities (e.g. for when the Sailing Club goes sailing). But, for activities that fall outside the scope of what could reasonably be assumed to be a regular activity of that club, event specific waivers are required to be signed by everyone participating (e.g. if the Dance Club or Born For More go sailing). This applies for all events that fall outside the scope of the club, regardless of the perceived risk of the activity or event.

Event specific waivers are available on AMS Clubhouse when you are creating your events.

## E. Conferences and Catering

Clubs are able to get AMS Catering at-cost. Club events are not permitted to have any outside caterers at the Nest. Ordered items are dropped off at your booked room in the Nest with disposable tableware (so you don't need to clean plates or organize a time for pickup of dishes).

For more formal events, the AMS offers its commercial catering menu at a 30% discount for club events.

All rooms booked in the Nest are expected to be left in their original state including furniture re-stacked or returned to its original layout, AV and lights turned off, whiteboards erased, windows and doors closed, and no garbage or spills left in the room. The cost of labour to re-set the rooms or fines will be charged to the club.

### **Cleaning Checklist:**

- Tables wiped, stacked
- Beer bars cleaned + servery sinks cleaned/drains clear
- Garbage/tickets removed from floor
- Large spills/puddles mopped up

Tables, chairs, and other equipment is available for use by the club. Use of the equipment included in a room by default comes at no cost but any other equipment (or removal of default equipment) or any set up or take down of equipment is charged at-cost. This must be arranged at least two weeks in advance. A list of what equipment is included by default with a room is available on AMS Clubhouse.

# Section VII: Resources

## A. Student Life and Sustainability Centre (SLSC)

The purpose of the SLSC is to provide student clubs with the opportunity to use tangible and intangible resources, ranging from stationery and printing to skill-based support, from sustainable sources.

### AMS Executives Leadership Program

The program offers eight holistic, skill-based training workshops that aim to enhance AMS Club Executives' leadership capability. Student leaders and AMS Club Executives will gain knowledge of campus resources and community support for student projects and personal growth. They will also build connections with other Club Executives allowing for more cross-club programming.

### Access and Use

- The primary use and purpose for equipment at SLSC is to support AMS Club initiatives and projects.
- Hours of operation can be found online.
- Location: Lower Level of Nest between Pit and Flipside.

### Rentals

Equipment available for booking through OrgSync by AMS Clubs

- SLR camera
- Hand-held microphone
- Headset microphone
- Speakers
- Megaphone
- Projector and adapter
- Projector screen
- Tripod
- Table
- Tent
- Extension cord
- Dish box

Equipment available for same-day rental with student ID

- HDMI Cable
- VGA Cable
- Audio Cable
- Mini Displayport to HDMI Cord
- Mini Displayport to VGA Cord
- Screw Driver
- Tape Measure

Technology and Supplies available for users of the space

- Stationery items (ie. scissors, tape, glue, stapler, etc)
- Craft supplies (ie. acrylic paint, brushes, ribbons, etc)
- Poster board
- Color and black-and-white printing
- Photocopier and scanner

## Partnerships

The SLSC has set up partnerships with various businesses around Vancouver to help you save money for your club. These range from renting cars (Zipcar) to printing (East Van Graphics) to retreats (Loon Lake). Come in and talk with us for a full list. Even if we don't have a partnership in place, we will be able to help you find the best prices for whatever swag your club needs.

## B. Centre for Student Involvement and Careers (CSI+C)

The Centre for Student Involvement and Careers is here to support students, from their first day on campus until after they graduate.

Through orientation and peer mentoring, the Centre supports new students to become successful university learners. It is a central point for all graduate and undergraduate students and employers on the UBC Vancouver campus to meet, connect, network, and build relationships; as well as to research and explore career options. The Centre provides all UBC students with access and connection to workplace learning, mentoring, volunteer and leadership opportunities; and offers career and employment related services to students, academic departments, employers, parents, and alumni.

## Resources

The Centre for Student Involvement and Careers hosts or facilitates the following programs and initiatives:

- Arts Internship Program
- Blog Squad
- Canada Summer Jobs
- Career resources and advising
- Collegia

- Multidisciplinary Undergraduate Research Conference
- NSERC Undergraduate Student Research Awards
- Student Directed Seminars
- Student Leadership Conference
- Mentorship
- Work Learn Program
- Work Learn International Undergraduate Research Awards

For more information on any of these programs, visit their website: [students.ubc.ca](http://students.ubc.ca).

## C.The SASC

The Sexual Assault Support Centre (SASC) at UBC is a part of the AMS. We are run by full time staff, student staff and students since 2002. The SASC is committed to the education, support, and empowerment of people of all genders who are survivors of sexualized violence as well as their friends and family.

We serve UBC students, staff, faculty, and people with a connection to the UBC campus through various resources and services, including:

- crisis and short term emotional support
- legal, medical and campus related advocacy
- support groups
- education and outreach
- volunteer program for UBC students
- a resource area located within our office in the AMS Student Nest
- a community lending library

## Support

If you or someone in your club needs support, we can help with the following:

- sexual assault
- sexual abuse in childhood
- intimate partner violence or relationship violence
- stalking
- harassment
- isolation and hazing
- self-care and coping strategies
- boundaries and assertiveness
- safety planning
- mental health

## Advocacy

If you or someone in your club needs advocacy or accompaniment, we can help with the following:

- assistance with request for academic concession and accommodations
- hospital accompaniments for a forensic exam

- accompaniment to Student Health Services or the Urgent Care Centre
- accompaniment and support through academic or non-academic reporting
- assistance with reporting to Police, UBC Campus Security and anonymous Third Party Reports

## Resources

If you or someone in your club needs assistance in referrals to on and off-campus resources, we can help with the following:

- UBC Counseling Services, counseling services off campus, or other service professional specific to your individual needs
- crime Victim Assistance Program (CVAP) of BC and assistance with application completion
- finding and connecting with a family doctor
- a health clinic for confidential HIV and and/or STI testing
- connecting with the sexual assault service (SAS) at Vancouver General Hospital (VGH)
- UBC specific services and resources

## Education

Education and Outreach: to facilitate awareness, we also assist in public education and community training. Our workshops can be tailored to fit your needs and can explore a variety of topics, including the following:

- responding to disclosures
- bystander intervention skills
- creating safer spaces
- assertiveness and boundaries
- sexual assault and the law
- consent and sex positivity
- healthy and unhealthy relationships
- violence in the LGBT2QS+ community
- rape culture
- race, racism and sexual violence

Our services also include tabling/boothing, providing materials to your group and collaborating on relevant community events.

If you would like to request outreach from us, kindly complete our SASC Outreach Request form and email it to [sascvolunteer@ams.ubc.ca](mailto:sascvolunteer@ams.ubc.ca).

For any other questions or concerns about the SASC, feel free to drop by our office in the NEST Room 3127 or send us an email at [ashleybentley@ams.ubc.ca](mailto:ashleybentley@ams.ubc.ca).

## D. Outreach Opportunities

### Imagine Day

Imagine UBC is a massive celebration welcoming first-year students into the UBC community and is a fantastic opportunity for student groups, clubs and UBC services to showcase themselves to 7,000 +

new students at the Main Event which is located along Main Mall. The Main Event and Faculty Fairs are open to the entire UBC community and offer information booths, food, games, activities, and live music and performances at the Main Stage. This is a fantastic opportunity to reach thousands of students and introduce them to your group! In addition to hosting an interactive booth, your group is invited to submit an application to perform on the Main Stage or at the Pep Rally.

## Clubs Days

Clubs Days in the third week of September and third week of January is probably the most important time for clubs to recruit and sign up potential members. It is held from Wednesday to Friday in the Nest and clubs can opt to be there for the entire duration or for select days. Booths are assigned on a first-come-first-serve basis, with priority given to larger and more established clubs. You will have the opportunity to reach out to thousands of students who come out to find their way to be involved on campus.

# Section VIII: Sponsorships

When it comes to sponsorships, we strongly encourage clubs to seek support from outside sources. Whether it is custom apparel, raffle prizes, or even monetary support, we believe that all clubs can benefit from these mutual agreements. Only the AMS can sign agreements with external sponsors. Any agreement signed by a club is invalid and could lead to repercussions with the sponsoring company when they find out. This could also potentially make you liable personally. If you have any questions, ask! Contact C&S for help with writing contracts, keeping submissions on file and holding other parties to account.

To get your contracts signed, send them to [contracts@ams.ubc.ca](mailto:contracts@ams.ubc.ca). Please give us a 2 to 3 week turnaround window for getting those back to you. Be aware, any consequences for delays in signing if you submit documentation to the AMS late will be your responsibility.

# Section IX: Office and Locker Space

The AMS provides office and locker space in the Nest to make managing your club easier. These are very limited though and allocated on an annual basis in during the end of Winter Term II. If you do not get an office or locker but need the storage space, there are other options on campus. For example, the AUS offers lockers in Buchanan for full year rentals.

## A. Office and Locker Space Info

All offices and lockers for the 2016/17 academic year are located in the Nest on the 3rd and 4th floor. Some lockers and all offices have been shared between clubs given limited space. If you did not receive an office this year, feel free to put your name in the hat again next year. Priority will be give to larger and more

established clubs though.

As with any space that is shared, please do your best to get along with your officemates. It will make everyone's lives easier if all clubs have a meeting at the beginning of the year to figure out space requirements and schedules. Exchanging contact information is also a good idea as there may be times when C&S requires you to clean your office, such as when the floors are getting waxed; that is something best done collaboratively. If you are having issues with other clubs in your office, you can always come to us; however, please try to resolve it before getting us involved.

Move-in and -out dates will be in mid-May. If you have been assigned an office or locker that the previous occupant has not cleaned out, let us know and we will dispose of their belongings. This is also a very busy time of year for us so please give us a couple of days to respond to your requests.

## B. Tenancy Agreements

All clubs must have their authorised Treasurer sign the Tenancy Agreement this is available on AMS Clubhouse during Term 1 if they wish to retain their office or locker. Failure to do so will result in your access being revoked and your office or locker being reallocated. Reminders about this will be sent out closer to the date.

## C. Access

Only authorised Treasurers are allowed to pick up access codes for offices and locks for lockers. If they can not do so, they may designate another executive; this can be done on AMS Clubhouse. Every club will be issued a distinct code for their shared office as this allows Building Ops to keep track of who is entering an office. Be careful who you give out codes to as your club could be held responsible for damage to an office. As always, remember that these are shared spaces and be respectful.

# Section X: AMS Clubhouse

AMS Clubhouse is a common platform used for all club activities, both regarding your relationship with the AMS as well as with your constituents. It makes your—and our—lives a lot easier. The vast majority of your interactions with C&S and FinCom will take place here. The rest of the section will be a brief overview of how to use AMS Clubhouse; full documentation can be found on the Clubs section of the AMS website.

## A. What can I do with AMS Clubhouse?

A lot! As a club executive, you will have control of your club's Portal. This is the hub for all of your files, forms, news and events that you want to promote to your members. If you are creating a new club on campus, see the instructions below on how to create an Organization Portal. If you are taking over one from the previous

execs, get the outgoing President to set you up with the proper authorizations.

You'll submit the majority of your documentation to the AMS that is required in the day-to-day running of your club through AMS Clubhouse, i.e. booking rooms and maintaining your club status. This will also be how we contact you and let you know about the resources and initiatives that are available to you.

There will also be a forms functionality that will allow you to create forms for your club members. This could be everything from a simple poll on where to have the next club event to hosting elections on the platform.

Finally, and possibly most importantly for you, there will be the ability to plan events and import events from Facebook! We realize that we will never be able to compete with Facebook for connecting with the broader community so any events your club puts can be automatically imported. In addition, you'll have the ability to plan events in the Nest through AMS Clubhouse and book rooms and catering.

## B. Creating Your Organization Portal

If you are creating a new club, you need to set up a portal. It's easy! Click the 'Create Group' button on the top right corner of the 'Groups' page. Follow the instructions that pop up, select the group template that most accurately describes your group and fill in the required fields. Congrats! You've started the process towards being a new club.

Next you'll receive an email from the AMS that you have been provisionally approved at which point you'll be able to recruit or invite members, nominate other Group Leaders and take actions to meet the requirements for full approval. You'll need to submit Terms of Agreement and your Constitution for that to happen. You can also invite members by uploading a CSV file with names and email addresses and set the leadership of your group, i.e. the executives.

### Group Dashboard

The group dashboard is where you will be able to manage all your group's information as well as check that you have submitted all the relevant documentation. You can change the forward-facing portion of your group homepage. It is also where you will see your compliance requirements and be notified of any upcoming deadlines.

### Membership

You'll need to approve all your members, after they have paid the membership fee and signed the General Waiver, so that they can access your group's homepage and events. As mentioned earlier, you'll also have the chance to invite members through their email addresses.

You have a couple of options for how to communicate with your members. You can send out a mass email to all members of your club. Be careful with using this too often as people will start to disregard your emails. In addition, you can have announcements for your members on your homepage. The group feed on the homepage is a way for members to communicate with each other (sort of like a Facebook group).

## Renewal

At the end of each academic year you will need to renew your club or else it will be de-constituted. This is incredibly important! It is the only way that C&S knows which clubs are still active on campus. Closer to the date, there will be several notifications in the newsletters that C&S sends out. To renew your club, fill out the appropriate form and upload the supporting documentation (namely election results and AGM minutes). We'll take care of the rest.

## C. Creating Events

Events are one of the most important aspects of your club! Luckily, AMS Clubhouse has lots of resources for helping you manage them. First and foremost, you can keep using Facebook. During the portal creation process you will have the chance to link your club's Facebook page with your portal. All events will be automatically imported and displayed on your Events Feed.

Beyond that, you can also create events in AMS Clubhouse and book directly with the AMS. From the Group Homepage, in the top right corner, click 'Manage' to 'Create an event'. Read the instructions and then go ahead. There will be an event form with four components: Event Description, Organizer info, Registration details and Event Profile. In this form you will have the opportunity to book spaces in the Nest for your event. Once everything has been approved, you'll receive an email from the AMS and you are good to go!

# Section XI: finances

## A. Treasurers

All Treasurers must get authorized by October 1st in order to perform their duties. To do some, see the attached documentation in the appendix.

## B. Budget Submission

Budgets are due on August 3rd, or if you have received your budget after July 15th you will have a two week period to return the budget once you have received it.

FinCom will create an individualized budget template for each club. Someone from the VP Finance office will

then email Treasurers their club budget template along with detailed PDF containing precise instructions on how to complete the budget. This budget serves as a guide for your club's finances for the year and helps FinCom ensure clubs can continue to be successful by keeping their finances in order.

Once the budget template has been filled out, it is then submitted to FinCom via email and inputted into the AMS accounting program which will also upload the budget to be viewable at anytime on SharePoint, the online financial records/monitoring system for clubs and constituencies.

## C. Funds, Grants and Loans

FinCom administers funds and grants that are available to aid clubs, students, and constituencies with the running of their operations and events. There are 6 main funds handled directly by FinCom:

- Clubs Benefit Fund – up to \$1,500/club
- Competitive Athletics Fund – up to \$3,000/club
- Student Initiatives Fund – up to \$500/student
- Constituency Aid Fund – up to \$750/constituency
- Sexual Assault Initiatives Fund (administered jointly by the Finance Commission & the Sexual Assault Support Service Centre) – up to \$1,000/student
- Short-term Loan

Clubs primarily apply for the Clubs Benefit Fund and the Competitive Athletics Fund; the applications for both of these can be found on AMS Clubhouse. Clubs can also apply for short term-loans if they find themselves without disposable monies and need to run an account deficit for a period of time. The application form for loans is also found on AMS Clubhouse.

Apart from the Clubs Benefit Fund and the Competitive Athletics Fund, individual club members/students can apply for the Student Initiatives Fund, either to fund their own projects or to help fund an event for a club they're a member of. The application for the Student Initiatives Fund is found on formstack.

Students can also apply for the Sexual Assault Initiatives Fund if they're planning an event directly related to sexual assault awareness. Applications to this fund must be sent to the SASC and approved before they're reviewed by the Finance Commission.

The Clubs Benefit Fund, Competitive Athletics Fund, Student Initiatives Fund, and Constituency Aid Fund provide funding for up to their respective amounts provided that the club/applicant spends double the amount they're approved for, i.e., if approved for \$1,500, the applicant must prove they spent at least \$3,000.

All applications require a preliminary budget; it is **essential** that submissions to be reviewed by FinCom utilize the approved template, which can be found on AMS Clubhouse. It is a good idea to use this budget template for all funds and grants submissions.

After submission, applications are reviewed at the bi-weekly FinCom meetings. If an application is approved, the applicant will be contacted and requested to provide final submission documents. These documents must be submitted to Orgsync using the 'Final Report Submission' form.

The applicant must submit a final report outlining the impacts of their project, a final budget, and a pdf document containing copies of receipts/invoices related to the project. In order to expedite the reimbursement process, line items/entries in the final budget should be easily matched to individual receipts in the pdf, as this makes keeping track of spending easier.

Other than the 6 funds mentioned here, the AMS also administers the Sustainability Projects Fund, for projects contributing to sustainability and environmental preservation at UBC. For more information about this fund, contact [sustainadmin@ams.ubc.ca](mailto:sustainadmin@ams.ubc.ca).

Other than the AMS administered funds, there are a few alternative funding options available for clubs:

- Impact Grant – contact: University and Government Relations Advisor, Pierre Cenerelli at [pierrecenerelli@ams.ubc.ca](mailto:pierrecenerelli@ams.ubc.ca)
- Innovative Projects Fund – up to \$5,000/application, contact: AMS Administrative Assistant [adassist@ams.ubc.ca](mailto:adassist@ams.ubc.ca)
- Walter Gage Memorial Fund – up to \$2,000/group, contact: UBC VP Students [vpsassist@mail.ubc.ca](mailto:vpsassist@mail.ubc.ca)
- Global Lounge Fund – up to \$2,000/student, contact: [global.fund@ubc.ca](mailto:global.fund@ubc.ca)

## D. Square

You can now use Square for accepting credit and debit card payments! To get authorized, watch the training video found on AMS Clubhouse. All instructions are detailed there.

# Section XII: Meetings

Meetings can be a very powerful communication tool and can improve productivity within clubs. In order to maximize its effectiveness and productivity, there are certain procedures.

## A. Meeting Minutes

Meeting minutes are a tangible record of the meeting for its participants and a source of information for members who were unable to attend. These minutes can act as a reference point. Your club can designate a minute taker to record vital information from or during the meeting. Clubs are required to take meeting minutes from their inaugural general meeting (IGM) to submit to C&S. Minutes from subsequent AGMs must

also be submitted to C&S annually. These should contain election results as well as any changes to the club bylaws.

Meeting minutes usually include the following:

- Date and time of the meeting;
- Names of the meeting participants and those unable to attend (“regrets”); and
- Decisions made about each agenda item; such as:
- Actions taken or agreed to be taken
- Next steps
- Voting outcome
- Motions taken or rejected
- Items to be held over
- New business
- Next meeting date and time

A sample of meeting minutes template can be found in the appendix. Having a template based on the agenda makes it easy for the minute taker to simply jot down notes or decisions under each item as the meeting goes along. Be sure to simply and clearly write or type just the decisions, assignments, action steps, etc.

## B. Meeting Agendas

Meeting agendas are a list of meeting activities in order in which they are to be taken up. It communicates important information to be presented during the meeting as well as it provides a focus for the meeting. The chair must prepare a meeting agenda prior to the meeting.

Meeting agendas should include:

- The objective of the meeting
- A date, time and location for the meeting
- The items that need discussion or actions that will lead to the accomplishment of the goal or purpose
- The amount of time that you anticipate the group will need for the discussion of each item

## C. Chairs and Robert’s Rules

The role of the chair is to pace the meeting, making sure it runs on time. Chairs prepare by scheduling the meeting as well as creating the agenda. Chairs must facilitate meetings by conducting any debates, following the agenda and keeping the meeting focused.

Robert's Rule of Order is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without any confusion. Following the Robert's Rule of Order is recommended, not required. For more information, please go to: <http://www.robertsrules.org/rulesintro.htm>

## D. Tips

- The more detailed the agenda is, the quicker meetings will typically run
- Try to send out all supporting documentation (election platforms, constitutional amendment proposals, reports, etc.) a week before the meeting so participants can look things over
- If your club meetings are running too long, think about creating committees or working groups. These can then report back with suggestions that the executive can either accept or refuse

# Section XIII: Constitutions and Archives

The AMS keeps an archive of every version of your club's constitution and bylaws. It is incredibly important to keep this up-to-date. In the event of a dispute, C&S will default to the most recent document we have on file. This can be a bit problematic if that's from the 1970s.

Starting in summer of 2016, all new clubs will be using a standardized constitution and then creating and amending their own bylaws. This helps us in keeping track of everything. While this format is highly encouraged for new clubs, it is not mandatory. We will be requesting an updated copy with renewal. The master constitution and template for bylaws are attached in the supplemental appendix.

## A. Amendments

Amendments can be proposed by anyone in the club provided they meet a certain threshold of support (check your bylaws for the specific number). At that point, they can be voted on during an annual general meeting (AGM) provided that quorum has been met. If the amendment passes, congratulations, it is now officially part of your bylaws!

Please note that amendments may not contravene C&S policy. In such cases, C&S policy will always override a club's constitution and bylaws.

## B. Record keeping

At the end of your AGM, you must submit records to C&S in order to make any changes to your constitution or elections official. There are two critical components to this. One, you must submit a signed list of members (with their student numbers) so that we can confirm quorum has been met, Two, minutes must be taken during the meeting and they must include the result of votes (how many for, against, abstaining). There are templates available on Club HQ if you need something to work off of.

Only when all proper documentation has been submitted to C&S through AMS Clubhouse will we review your changes and (hopefully) approve them. They will then be passed to our Archivist and become part of your club's official record.

# Contact Information

## C&S

### **AVP Admin: [sacvc@ams.ubc.ca](mailto:sacvc@ams.ubc.ca)**

- Constituting new clubs
- Disputes

### **Clubs Admin: [clubsadmin@ams.ubc.ca](mailto:clubsadmin@ams.ubc.ca)**

- Office and locker allocations
- Renewal forms
- Any administrative matters

### **Community Engagement: [commengage@ams.ubc.ca](mailto:commengage@ams.ubc.ca)**

- How to run events
- Sponsorship opportunities

### **SAC Admin: [sacadmin@ams.ubc.ca](mailto:sacadmin@ams.ubc.ca)**

- General club inquiries

### **SLSC Coordinator: [slsc@ams.ubc.ca](mailto:slsc@ams.ubc.ca)**

- What the SLSC offers
- How to use the SLSC
- Leadership programming

**finCom**

**AVP Finance: [fincom@ams.ubc.ca](mailto:fincom@ams.ubc.ca)**

- Square
- RezGo

**Club Financial Coordinator: [fincomvc@ams.ubc.ca](mailto:fincomvc@ams.ubc.ca)**

- Treasurers authorization
- Club account balances

**Funds and Grants Coordinator: [fundsandgrants@ams.ubc.ca](mailto:fundsandgrants@ams.ubc.ca)**

- Funds, grants and loans

# Treasurers Authorization Process

**STEP 1:** Go to [www.Orgsync.com](http://www.Orgsync.com), and sign in using your UBC CWL username and password. Search for "Club HQ" in the search bar, and then request to join the page.

\*\*Returning Treasures only need to complete steps 1, 3 & 4.

**STEP 2:** Complete the Treasures Test. The test can be found under the forms tab on the Club HQ Page. Read the Finance Commission Policy Guide under the files tab before doing the test.

**Step 3:** Complete the President Supplemental Form for Treasurers Authorization. This form can be found under the files tab on Club HQ page. The president of the club has to review and approve that you are the new treasurer.

**STEP 4:** Complete the Treasurers Authorization Form. It can be found under the forms tab on Orgsync.

★ **NOTE:** At the end of the form it will ask you to upload your signature which will be the authorized signature on file used to access your clubs bank account. The uploaded signature needs to be completed as below. It needs to include Club name, your signature three times, term start and end date, phone number, email, and your name.

★ Save your signature **as a PDF** in this format:  
MainAccountCode\_ClubName\_Lastname\_First name.

Example: 759\_AMSClub\_John\_Smith.

★ Additionally remember to upload the president supplemental form at the end. You cannot be authorized until your president has confirmed you are the clubs treasurer.

**STEP 5:** Sign up for a Treasurers Orientation. Check under the events tab on Orgsync to see when the next available orientation is. RSVP the one you wish to attend.

## SIGNATURE TEMPLATE

	AMS SAMPLE CLUB
	John Smith
	604-789-6589
	ClubFinance@ams.ubc.ca
Term Start Date: April 30 <sup>th</sup> 2016	
Term End Date: May 31 <sup>st</sup> 2017	

**Final Note:** Once all forms have been submitted correctly as above it takes **up to 7 business days** for the Finance Commission to process the forms.

You will receive a message via Orgsync when your forms have been processed. If forms were approved you will receive your Budget Template and SharePoint Access within 1 business day.

All treasurers need to complete this process **by October 1<sup>st</sup>** or your account will be frozen.

If you have any questions or concerns please contact Akuechbeny Kuol the AMS Clubs and Constituencies Financial Administrator at [fincom@ams.ubc.ca](mailto:fincom@ams.ubc.ca)